



Artist-in-Residence Grant Guidelines

DESCRIPTION

Arts Education Artist-in-Residence Grants provide schools or nonprofit organizations with one artist in the discipline of the applicant's choice for a 40-hour residency. The artist engages the students/participants (early childhood through senior citizens) in the creative process. Students/participants create work in dance, theatre, storytelling, music, visual arts, folk arts, film/video and/or creative writing. The intent of the residency experience is to nurture *creation of artistic work by learners*, not replicating work of the artist or, for example, performing the artist's choreography or play.

Residencies must be completed between July 1 and June 30. The artist works with at least one *target* group for a minimum of 8 hours. Other workshop groups should meet a minimum of 3 hours. All residencies require an in-service for teachers if the residency takes place in a school setting. All residencies require at least one component for the general public. This component may be, but is not limited to, a final performance/exhibit; a time when parents/public can visit to observe students and artist; a publication that is shared beyond the residency setting; unveiling of a site-specific work of art/installation; a performance at an area senior center, Rotary Club or healthcare facility; posting written work or images on a Web site; distributing a film; etc.

FUNDING ELIGIBILITY

Who Can Apply?

Public, Private, Charter, Alternative Schools or School Districts with 200 students or less
Nonprofit Organizations with 501(c)(3) designation from IRS
Correctional/Juvenile Facilities
Local Arts Agencies/Municipalities
Social Service Agencies
Healthcare Facilities
Senior Centers

Limitations/Restrictions

- Applying schools/organizations may not apply if there are any outstanding financial or reporting obligations yet due to the Utah Arts Council for *any* grant funded by UAC.
- Funds may be requested for the artist salary at \$30 per hour; preparation time fee of \$25 per 10 hours; artist's travel, lodging and per diem (based upon State of Utah rates).
- Funds may **not** be used for: buses for field trips; tickets to performances; scholarships; tuition at colleges and universities; rental or purchase of costumes, scenery, lighting; purchase or repair of musical instruments; buying rights to produce a script; additional personnel; professional development fees and tuition; costs for installing permanent work; refreshments; exhibition furniture; textbooks. If unsure, call 801.320.9794 or e-mail [Jean Tokuda Irwin](mailto:jirwin@utah.gov) at jirwin@utah.gov.

- Requested artists **MUST** be approved for artistic and educational merit and on the Teaching Artist Roster located on NowPlayingUtah.com. International and national artists of artistic and educational acclaim currently not posted on the Roster must have artistic/educational documentation included within the proposal for review. For information on how to apply for the Teaching Artist Roster, click [HERE](#).
- Funds may not be used for commissioning work by an individual artist. Artists **MAY** be requested to guide learners in creating site-specific work or specialized performances.

Utah Arts Council Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- Applicants may apply for any UAC grants for which eligibility requirements are met; however, applicants will only be funded for **one** Utah Arts Council grant per fiscal year.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)
- New charter, private schools and nonprofit organizations may not receive full funding for the first 3 years of the school/organization's existence.

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Clearly articulated *arts learning* goals. If applicant is a school, the arts learning goals must be aligned with the fine arts core curriculum, which can be found at http://school.utah.gov/curr/fineart/Core_Curriculum
- Quality of additional artistic/educational goals (additional goals are optional, not necessary)
- Clearly articulated school/organization needs
- Clear description of the characteristics of school/community audience to be served
- Quality of the residency plan, target group, workshop group
- Capacity of applicant school/organization to implement residency and file final reports
- If applicant is a school, clearly demonstrated commitment to professional development for teachers/administrators in the arts
- Clearly demonstrated commitment to the residency by building administrators and authorizing officials (principals, directors)
- Artistic and teaching qualifications of artist
- If the applicant has received UAC/AE funds in the past, the impact of the funding on arts education outcomes is clearly described
- Clearly defined commitment to access, issues of disability, underserved populations and English-language learners
- Completeness of the application narrative and inclusion of any necessary supplemental materials

APPLICATION PROCESS

Initial Approach

NEW applicants are encouraged to contact an Arts Education staff member at 801-320-9794 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete grant, with all attachments, must be submitted online by April 1, 2010 at 5 p.m.

Request Amount

\$700 minimum to \$3,500 maximum

Online Submission Process

1. In order to apply for a Utah Arts Council grant, you must be registered in the online grants system. To register, visit dccgrants.org and click on “register as new user” and fill out all fields that pertain to you and your school or organization. PLEASE USE Proper Case, no ALL UPPER CASE, no all lower case, and avoid using any symbols like #”/.! etc.
2. You will receive an e-mail that may confirm your registration, and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the e-mail in your Saved Messages folder. The URL is easy to remember: dccgrants.org.
3. After logging in, read the instructions regarding system requirements (for example, your browser needs Flash version 10 or higher).
4. You can navigate to the online grants by clicking on the “Grants, RFQs, Applications” menu item on the Navigation Bar.
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications and begin entering your information. You may save and return to the application as many times as you need before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application, please call the grants administrator.

Grant Funding Process

- **February – Guidelines Available**
Application guidelines are available in February 2010 on the [Division of Arts and Museums website](#).
- **February – Online Application Available**
Potential grantees can begin filling out their online grants on February 22, 2010.

- **April 1, 2010 – Final Application Due**
All applicants must submit a final application, using the online grants management system, by the April deadline. Acknowledgement that the application has been successfully received will be sent by email.
- **April – Staff Review**
Staff reviews online applications and required application materials for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **April/May – Panel Review**
Application review panels, composed of peers from the field, meet in May and June. Artistic samples from applicants are presented. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **May – Utah Arts Council Board Approval**
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.
- **May/June – Notification and Contracts**
Applicants are notified by mid-May, before school is adjourned. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to successful applicants. Both the Utah Arts Council and applicants must sign the contract before reimbursement requests can be made.

GRANT PREPARATION

Below is a list of information to prepare for your online grant submission:

All Applicants

- Special or underserved populations to be involved in the project (also includes highly rural, isolated, etc. locations)
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Information about the Teaching Artist for whom this grant will be used, including where the artist lives and his/her discipline. The Teaching Artist Roster can be found at NowPlayingUtah.com
- Identification of the greatest overall arts education need within your school or organization
- Description of your organization's current arts education activities
- List of three characteristics of the community where the residency will occur
- Description of the planning process utilized in preparation of this application and information on the key participants involved
- Description of the residency's goals and how they related to the overall plan and arts education needs of your school or organization

- Description of the primary participants of the residency target groups (35 students maximum) which will meet with the artist for a minimum of eight hours during the 40-hour residency, and how the target group(s) was selected
- Description of the workshop groups that will meet with the artist and how the group(s) was selected
- Description of how the effectiveness of this project will be evaluated. Examples include portfolios, pre/post measurements, ongoing interaction with artists and staff, etc.
- Description of how you will accommodate individuals with special needs

Schools and Districts Only

- State School Board representative's name
- Number of students enrolled in school or school district
- Description of school's instructional venue
- If from a district, a list of the schools which will be participating
- Description of how your residency goals, objectives and activities align with the Utah Fine Arts Core Curriculum
- Description of the arts education professional development events in which faculty have participated in the last two years (with list of faculty names, events and years attended)
- Description of the plans for future professional development

Organizations Only

If schools are involved in residency:

- Description of the school communities of the residency/target group and how you plan to address the Utah State Fine Arts Core Curriculum with this residency
- Description of how the school/schools will assure ongoing commitment from faculty and what professional development events the faculty have completed in the last three years

Past Grantees Only

- Description of the long-term impact which previous residencies have had on your school or organization

SUPPLEMENTAL MATERIALS

Financial Worksheet

Please fill out the **Residency Budget** worksheet available as part of the online application.

Other Materials

- PDF copy of 501(c)(3) IRS Determination Letter (if applicable)
- Documentation about the artistic excellence and educational merits of artists NOT included on the Teaching Artist Roster